



Financial Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: December 3, 2008

Subject: Consider and Act Upon Approval of a Purchase Order to
DataProse, Inc. for Utility Bill Printing and Mailing.

Action Requested: City Council approval of a purchase order to DataProse for utility bill printing and mailing, in the amount of \$121,262.

Background Information: Purchase made through an Interlocal agreement with the City of Plano. Dollar amount includes \$94,787 for postage and \$26,475 for the printing and handling. Original contract was awarded in 2003 and the City of Plano renewed the last of four renewal options this year. Contract will expire in March of 2009. The City of Frisco is currently working with the City of Plano through the bid process to establish a contract to begin in March of 2009. Purchasing will bring an award recommendation before Council at that time.

Board/ Citizen Input: N/A

Alternatives: City Council could choose not to approve at this time.

Financial Considerations: Available funds are appropriated in the Revenue Collection's fiscal year 09 operating budget.

Legal Review: N/A

Supporting Documents: Department memo, DataProse renewal and contract